



April 26, 2007

June Renewal Notices for CSRs:

It has come to our attention that the CSR license renewals for June 2007, processed by the Employment Development Department (EDD), were inadvertently mailed to CSRs with a return address from the California Structural Pest Control Board. According to the EDD mailing unit, metal slugs are used to stamp return addresses on blank envelopes. These slugs are supposed to be changed to coincide with the mailings. I am guessing that the forms themselves are one of thousands printed concurrently on a giant paper roll and the system notes when the return address slugs are supposed to be changed to match the renewal being cut/stuffed into an envelope. The Department of Consumer Affairs is working diligently with that office to ensure that quality control is maintained for future mailings.

The EDD unit is unable to determine how many of our licensees were impacted or if other renewal mailings from other boards were impacted. Based on our birthmonth renewal cycle, it is estimated that no more than 700 licensees, if that, could be impacted. We have contacted the Pest Board to ensure the return of any of our renewals for an incorrect mailing address so that we can update the licensees mailing information.

One thing to our advantage, is that we just rolled over into a 90 day renewal notice. Prior to March 2007, we had a 60 day notice period. So with your help, we will have time to notice those impacted by this mailing error. A type of renewal form is posted on our website here:
<http://www.courtreportersboard.ca.gov/forms/renewal.pdf>

Any individual, who has not received a renewal form for any reason, is instructed by our office to download that form, complete and sign it and mail it with \$100 for the fee (or \$150 if after their renewal date). We are prepared to waive the \$50 late fee for **June licensees only**. However, just like for any late renewal issue, there is no authority for the licensee to work with an expired license (beyond June 30 if no fees have been paid).

Please notify your appropriate contacts so that we can obtain the widest distribution possible of this issue impacting our licensees, including forwarding a copy of this to the staff at the courts (a majority of officials use their courthouse as their mailing address). Additional followup should be made to Kim White at 916.263.3662 or Kim_White@dca.ca.gov.

We apologize for the inconvenience to our stakeholders.

David E. Brown
Executive Officer
Court Reporters Board of California